



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-ZC

1 MAR 2004

MEMORANDUM FOR All Southwest Region Office (SWRO) Installation Management Agency (IMA) Personnel

SUBJECT: SWRO Policy Memorandum #9 - Smoke-Free Workplace Policy

1. REFERENCES.

a. Department of Defense Instruction 1010.15, Smoke-Free Workplace, 2 January 2001.

b. AR 600-63, Army Health Promotion, Chapter 4, 28 April 1996.

2. PURPOSE. To set forth the smoke-free workplace policy for the SWRO.

3. APPLICABILITY. All personnel assigned to the SWRO will comply with the provisions of this memorandum.

4. POLICY/PROCEDURES.

a. While this policy recognizes the rights of smokers and nonsmokers alike, it makes nonsmoking the norm for Department of the Army occupied buildings and work areas. The policy is based on concrete evidence that smoking and the use of other tobacco products impair physical fitness and increase illness, absenteeism, premature death, and health care costs. A smoke-free environment enhances the quality of life for both smokers and nonsmokers and abstinence from the use of tobacco products enhances readiness. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lit tobacco product.

b. Employees have the right to a smoke-free area, which will prevail over another person's desire to smoke. This policy permits smoking outdoors except that no smoking will be allowed within fifty feet (50') of any entrance, exit, porch, covered walkway, air intake duct, or window.


c. The Chief of Staff will designate outdoor smoking areas when possible, which are reasonably accessible to employees and provide a measure of protection from the weather elements. The smoking areas must be a minimum of fifty feet (50') away from commonly used points of ingress/egress. For Building 197 located at 1204 Stanley Road, the two picnic areas located on right side, facing the building, toward the front and rear will be the designated smoking areas.

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d. Division Chiefs, Special Staff, and Branch Chiefs will assume responsibility for ensuring policy compliance and will handle violations and complaints according to the specific guidelines provided in the above references.

5. PROPONENT. The proponent for this Policy Memorandum is the undersigned, who may be contacted at 221-2656 or by email, Kathleen.Curd@samhouston.army.mil.


KATHLEEN Y. CURD
Chief of Staff